

Directives

9 December 1945

SUBJECT: Weekly and Monthly Report.

THROUGH: Colonel Cresswell

TO : Officer in Charge, Washington Document Center, SCAP.

1. In order to present an accurate picture and acquaint the proper authority with the many activities performed by this Staff Section, it is desired that a consolidated report be submitted weekly, showing the nature of business handled by your office over each seven (7) day period, i.e., number of documents received, handled and processed, titles, status of current work, new projects, etc.

2. Each sub-section in G-2 is habitually required to submit such a report wherein daily transactions are indicated under specific dates.

3. Graphs of statistical nature should be developed in a consolidated "Monthly" report.

C. A. WILLOUGHBY,
Major General, G.S.C.,
Asst. Chief of Staff, G-2.

INFO COPIES:
Colonel Wood
Colonel Dowd